

ABFF VENTURES LLC

EMPLOYMENT OPPORTUNITY

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| Position: | Administrative Assistant |
| Compensation: | Entry-Level |
| Job Status: | Full-time |
| Benefits: | Medical, Dental, 401(k) plan |
| Start Date: | Flexible |
| Reporting to: | CEO & President |
| Location: | Los Angeles/Burbank area |

Description

We are looking for a detail-oriented, highly organized, self-starter with excellent communication skills and administrative experience to join the ranks of ABFF Ventures. The ideal candidate has the ability to multi-task, prioritize, and make sound decisions. Energetic and eager to tackle new projects and ideas. Resourceful with a can-do attitude. Keen interest in Black culture, arts and entertainment.

Primary Responsibilities

- Provide general administrative support to multiple departments working on various projects.
- Support personnel, management, and clients on a regular basis with notetaking, drafting memos and required documents.
- Manage calendars and schedule both internal and external meetings.
- Organize files, create charts, and maintain confidentiality with all company related matters including contracts and legal materials.
- Maintain office organization and set up space with appropriate equipment as required.
- Provide weekly entertainment and executive news updates in culturally relevant entertainment events including film, television, art, food, fashion, and sports.
- Provide support on creative projects including content screening, material research and submission review.
- Attend events with management as required.

Qualifications

- 1-3 years' experience working in a highly demanding, detail-oriented project management or administrative capacity. Entertainment or media industry a plus.
- Bachelor's degree in English, Communications or Cinema Studies.

- Excellent writing/proofreading/compositional skills. Samples and writing assessment required.
- Superior interpersonal and phone skills
- Ability to multi-task, manage time efficiently and detail-oriented and work independently.
- Proficient in Microsoft Word, PowerPoint, Photoshop and Excel skills
- Proficient in iMovie editing or other platforms.
- Skillful in Zoom, Webex, Vimeo and other video conference channels.
- Savvy and knowledgeable in utilizing social media and emerging technologies.
- A team player who understands the importance of both individual and team performance
- Knowledgeable and passionate about Black culture and entertainment

ABOUT ABFF VENTURES

ABFF Ventures LLC (ABFFV) is an American entertainment company specializing in the production of live events that celebrate Black culture and achievement. ABFFV's tent-pole properties include the prestigious American Black Film Festival, ABFF Global Series, ABFF Comedy Festival, and ABFF Honors. The mission of the company is to curate experiences and platforms that showcase Black talent and empower new voices in the arts and entertainment industry.

We offer a competitive salary commensurate with experience. Please email résumé, cover letter and salary requirements to: jobs@abffventures.com

